



**UTAH STATE
OFFICE OF
REHABILITATION**

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AGREEMENT BETWEEN STUDENT AND DIVISION OF SERVICES FOR THE BLIND AND VISUALLY IMPAIRED (DSBVI) REGARDING RESIDENTIAL TRAINING FACILITIES

The Division of Services for the Blind and Visually Impaired (DSBVI) provides living arrangements for use by adults attending the Training and Adjustment Services (TAS) Program classes full-time.

As a full-time student of DSBVI, I understand and agree to the following conditions:

1. I may live in one of the rooms located in the DSBVI Residential Training Facilities.
2. My costs for this arrangement are limited to my personal expenses, such as food, toiletries, toilet tissue, laundry soap, cleaning supplies, etc. DSBVI will cover the costs of utilities, furnishings, and maintenance except as noted in this agreement.
3. I agree not to hang pictures, shelves, etc. on the walls or doors.
4. Attendance will be tracked relative to your progress in training. If a pattern of absence and/or lack of progress become apparent, a case conference will be scheduled.
5. Full-time status is required to live in the DSBVI residential training facility. In the case I drop below full time status, I agree to check out of the residential training facility the following business day.
6. If I choose to leave the residential training facility, I must give the apartment manager at least 1 full business day notice, prior to check out.

I have chosen to live in the Residential Training Facilities provided by DSBVI. I understand that this arrangement will be administered under the Training and Adjustment Services Program and that I am responsible for the following:

1. Obeying all rules set by DSBVI management.
2. Liability for accidents, damage to property, or theft and misjudgments. All personal choices and decisions and the actions of anyone visiting me are also my responsibility.
3. Complying with all laws, health codes, and regulations of all municipal, state, and

federal authorities.

4. The upkeep and cleaning of residential training facilities. I understand that authorized DSBVI staff members have the right to come into the facilities at their discretion at any hour to observe the physical condition of the facilities, to provide additional instruction in home management skills as they deem appropriate, and to assure compliance with DSBVI rules and cleaning expectations. There will be a cleaning inspection done at least once a week. If a student does not make the effort to clean and prepare for the inspection, a \$15 fine will be issued. If a student makes a conscientious effort and does not pass the weekly cleaning inspection, they will be given feedback on what needs to be done to pass inspection. A re-inspection will be done the following business day. Students will be fined a \$15 cleaning fee if they do not pass the re-inspection. Fines are to be paid within 2 business days without penalty.
5. Preparing shopping lists, menu planning and doing my own grocery shopping, cooking, and cleaning are part of my independent living learning experience.
6. Informing the Training Center Secretary prior to any absences. The contact phone number is 801-323-4348.
7. Insuring my own personal property. Students have the option of applying their renter's insurance to cover personal property during their training.

I understand that my privilege of using the Residential Training Facility is dependent upon my strict adherence to the following policies. Any violation of these policies is cause for IMMEDIATE eviction from the facilities – with no exceptions.

1. The use, possession, sale, or distribution of alcoholic beverages or Illegal drugs are STRICTLY PROHIBITED.
2. The residential training facilities are smoke free. SMOKING IN THE APARTMENTS ARE STRICTLY PROHIBITED. Smoking is prohibited in any entrance, exit, open window, or air intake within 25 feet of the apartments. Do not leave cigarette butts or other traces of tobacco use on the ground or inside the apartments.
3. The use of flammable materials such as candles, incense, space heaters, and fireworks are strictly prohibited.
4. Firearms or weapons of any kind are not permitted on the premises.
5. Sexual harassment of any kind will not be tolerated.
6. Violent, threatening, or disruptive behavior will not be tolerated.
7. Students shall not view, transmit, retrieve, save, print, or solicit sexually-oriented messages or images when using apartment computers or wi-fi access.

8. OVERNIGHT VISITORS ARE STRICTLY PROHIBITED. Visitors, including relatives (i.e. spouse, children), girlfriends/boyfriends, guests, or any other person must leave prior to 9:00 p.m. Sunday-Thursday and 11:00 p.m. Friday and Saturday.
9. For the safety and privacy of students, visitors are strictly prohibited in the back hallway and bedrooms at all times. Exceptions may be made per apartment manager's prior approval (i.e. move in and check out).
10. Pets are not allowed in the facilities, even temporarily.
11. Students shall not make or permit any disturbing noises, use profane language, conduct parties, play any musical instruments in a loud manner, or display any images that will interfere with the rights and comforts of roommates and other residents of the facilities.
12. Student agrees to not engage in, or permit visitors to engage in any illegal acts in or about the premises. Student understands that the close proximity of other residents in a residential facility causes a greater need for consideration of the rights of other residents, and, therefore: agrees that all his/her activities and those of visitors to his/her facility are to be conducted in a manner that will not disturb his/her neighbors' peaceful enjoyment of the premises.
13. Student agrees to take care of and is responsible for the furnished apartment items which include but are not limited to: furniture, cookware, kitchen utensils, computers, printers, etc. A checklist or inventory will be taken upon arrival and departure of student. Student must be checked out by the apartment manager prior to leaving the residential facilities. Any damage or theft of any item by the student or their visitors is required to be reimbursed to DSBVI.
14. No personal furniture is allowed in the apartments. Any additional items brought must be approved by the apartment manager.
15. A barbeque grill is provided for your convenience. Student agrees to clean the grill, tables, and utensils, as well as shutting the grill down IMMEDIATELY after use.
16. Long distance phone calls from the residential facility and collect calls are strictly prohibited. Any long distance phone calls must be charged to a personal credit card or calling card which is the student's responsibility to purchase. Other phone services for which there are charges are not to be used. If there are extra charges on the phone bill, the student will be responsible for the charges.
17. The student has received a room key for their own bedroom and an access key card for the front and back doors of the facility. The student is responsible for the key and access card and must pay a replacement fee of \$35.00 for their room key and \$50.00 for their access key card if lost or stolen. The student must notify the DSBVI staff contact person immediately if their keys or access

key cards are missing.

DSBVI shall not be liable for damages or losses to persons or property caused by other residents or other persons. DSBVI shall not be liable for personal injury or damage or loss of student's personal property (furnishings, jewelry, clothing, etc.) from theft, vandalism, fire, water, hail, rain, smoke, explosions, or any other causes whatsoever. Student acknowledges that DSBVI maintains no theft or fire insurance to cover loss of personal property in or around the premises.

The student must be over 18 years of age and able to conduct themselves in a manner that will not interfere with the rights and comforts of roommates and other residents of the facilities.

AGREEMENT SIGNATURE

I agree to be responsible for actual repair or replacement costs for any destruction, loss or damages to the property or furnishings, including but not limited to sofas, lamps, tables, chairs, beds, dressers, household items, computer and electronic equipment, etc. I also agree to pay a replacement fee of \$35.00 for my room key and \$50.00 for my building access key if lost or stolen. I agree that I must notify the DSBVI apartment manager immediately if my room key or building access key is missing.

I understand and agree that failure to fulfill these responsibilities and/or abide by these policies is considered a breach of this agreement and is cause for my **immediate** expulsion from the residential facilities.

I am aware that no supervision is intended or understood and that I am responsible for my own actions and those of my visitors. DSBVI is not legally liable or responsible for the actions of any student, visitor, guest, etc., that is in the facility.

I understand that I am to be checked out of the apartments and an inventory and cleaning checklist will be completed and signed. Fines or replacement fees will be paid prior to leaving. I understand that any personal items left in the apartments after checkout will be held for a 72 hour period, and then discarded or donated. Failure to comply with the checkout list and policies will result in interruption of my Vocational Rehabilitation Program and other DSBVI services.

DSBVI Residential Training Facilities
Student Agreement
Page 5 of 5

I have read or have had someone read me this document and understand and agree to abide by its provisions.

Student Name- Print: _____

Student Signature: _____

Date: _____

Building and Room number: _____

Access FOB: _____ Key: _____

I verify that I have read and discussed this document with the above Student.

Staff name - print: _____

Staff signature: _____